

DOWNLOADING AND INSTALLING MS OFFICE FROM OFFICE 365

All members of the LA community are entitled to download, for free, 4 copies of MS Office 2016 for Mac or PC onto their personal computer. Below are directions for performing the download and installation of MS Office 2016.

Signing in to Office 365

- [Click here](#) or copy and paste the following address into your web browser:
<https://login.microsoftonline.com>
- In the Office 365 window enter your **username** (Lawrence Academy email) and your network **password**.
- Click **Sign in**

Downloading and Installing MS Office

In order to install MS Office, please do the following:

- Once you have logged into Office 365, click **Office 365** in the upper left-hand corner of your window.
- you should now see a link similar to the one below somewhere on the page:

[Install Office apps](#) ▾

- Click the **Install Office apps** link and then click the **Office 2016** option from the drop-down menu
- The download of the installation package should start.
- Follow all directions for the installation. This will take a while. If you want it to go faster plug your laptop into an Ethernet jack in the wall or dock your laptop.